

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**

KAFB INSTRUCTION 36-801

12 MAY 1995

Personnel

CIVILIAN OVERTIME



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(SSgt Bruce Wolgamot)
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This instruction implements Air Force Policy Directive 36-8, Employee Benefits and Entitlements, and Defense Finance and Accounting Service Denver Center (DFAS-DE) Regulation 177-104, Civilian Pay Transactions at Base Level. It sets up procedures for the management of civilian overtime and applies to all 377th Air Base Wing (ABW) activities.

SUMMARY OF REVISIONS

This instruction has been revised to comply with current Air Force and Defense Finance and Accounting Service guidance.

1. Approval Authority . Approval of civilian overtime is delegated to the squadron commander or equivalent with the coordination of the squadron resource advisor (RA).

2. Preparation and Processing Requests .

2.1. Nonemergency.

2.1.1. Use AF Form 428, Request for Overtime, Holiday Premium Pay and Compensatory Time, (Attachment 1) to request advance approval for overtime. The following blocks of AF Form 428 must be completed:

2.1.1.1. Justification: Indicate the exact work that is being performed, why it is being performed, and why it cannot be accomplished during normal duty hours.

2.1.1.2. Pay Period: Annotate the pay period in which the overtime is to be worked.

2.1.1.3. Responsibility Center Cost Center (RC/CC): The cost center the overtime will be

charged to.

2.1.1.4. Request Number: Issued by the person controlling the log where overtime requests are recorded.

2.1.1.5. Social Security Number (SSN) and Name, Grade, Hours Requested, Date Overtime Will Be Worked, Estimated Overtime Holiday Rate, Total Cost, Compensatory Time: Self-explanatory.

2.1.1.6. Date, Name, Grade and Title of Requester: Self-explanatory

2.1.1.7. Fund Certification: The supervisor contacts his or her unit's RA to obtain the proper accounting classification and ensures funds availability before the overtime request is approved.

2.1.2. AF Form 428 Retainability. AF Form 428 will be retained for three years. (See AFR 4-20 Vol 2, Disposition of Air Force Records-Records Disposition Schedule)

2.1.3. Send one copy of AF Form 428, signed by the requester, to the approving authority for approval prior to the overtime being worked.

2.1.4. The overtime approving authority will return the approved or disapproved AF Forms 428 to the requesting office prior to the overtime being worked.

2.2. Emergency. In an emergency, get overtime approval by contacting the approving authority by telephone prior to working the overtime. Submit AF Form 428 to the approving authority on the next duty day after the overtime is worked. The AF Form 428 must have the statement, "*Prior verbal approval authorized by (name and rank or grade of approving authority) on (date)*" in the justification section.

2.3. Fiscal Year End Procedures : During the last two pay periods of the fiscal year and the first pay period of the new fiscal year, a copy of the approved AF Form 428 will be forwarded to Financial Analysis (377 ABW/FMA). This copy will be used to track civilian pay funds at the end of the fiscal year. Retain a copy for your unit's AF Form 428 file.

3. Supervisor Responsibilities. The timekeeper posting the overtime hours on the Time and Attendance (T&A) sheet will annotate in the remarks block "*AF Form 428 approved and on file.*" The supervisor ensures that overtime, holiday premium, and compensatory time hours worked and posted on T&A reports are supported by, and do not exceed, the hours authorized on the approved AF Form 428. The supervisor's signature on the T&A sheets verify that the approved work was actually performed and serves as the basis for payment. If overtime is not actually performed on the requested date, the AF Form 428 must be changed to reflect the date the work was performed and reported on the T&A sheet for payment.

4. Reimbursable Overtime. On occasion, an organization will work overtime in support of another organization who agrees or is required to pay the cost of the overtime support. In order to properly charge the supported organization for these costs, send a letter (or copy of AF Form 428) to Kirtland AFB civilian pay office (DAO-DE/KRFA) which reflects:

4.1. The total actual cost of the overtime,

4.2. The appropriation where overtime costs were originally charged,

4.3. The appropriation to be charged for the overtime, and

4.4. A statement showing date, office symbol, name, and title of person approving the reimbursable charges.

5. Compensatory Time. Whenever possible compensatory time off should be used instead of overtime. Supervisors should offer all employees compensatory time instead of overtime. However, supervisors can require that general schedule (GS) employees whose pay exceeds the maximum rate for GS-10 use compensatory time instead of overtime (AFM 177-372A, Vol 1, , Air Force Standard Civilian Automated Pay System, Users Manual, paragraph 1-10a).

6. Forms Prescribed. AF Form 428, Request for Overtime, Holiday Premium Pay and Compensatory Time

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Attachment 1

SAMPLE AF FORM 428

Contact OPR (377 ABW/FMFPC) for sample.